ISSS will be holding a Travel Signature Week this semester. The format will be different than in past semesters. Instead of signing your current I-20, you will request a new I-20 with a travel signature (keep ALL your old I-20s!). You can pick up your new I-20 during specific times and dates, or the I-20 can be mailed to you.

You do not need to request a travel signature if:

1. You are not planning to leave and re-enter the U.S., or
2. You have a travel signature that will be valid when you plan to enter the U.S.
   a. Signatures are on Page 2, and are valid for one year from the date of signature.

PROCESS

Step 1: Complete the ISSS I-20 Request Form

- Make sure to check off the box requesting a travel signature (located just above the signature section), and answer all questions on the form.
- To sign this form, you can either provide a scanned copy of an original “wet” ink signature, or a digital signature that follows this guide: https://rpi.box.com/v/adobesignatureguide-SA
- Form URL: https://rpi.box.com/v/I20-DS2019requestform

Step 2: Email the completed form to ISSS between April 1-12

- Please list the subject line as: I-20 Signature Request
- You must include in the email if you want to pick up the I-20 or which shipping choice you want (FedEx at your expense or USPS at our expense)
  o All international shipments must choose FedEx
  o FedEx instructions will be provided to you when we receive your request

Pick-Up Options:

- Pick-up at ISSS Office, 1528 15th St. Troy, NY 12180.
- Pick-up using this option is only available on April 19 - 20 between 10:00 a.m. - 2:00 p.m. and on April 22 - 23 between 10:00 a.m. - 2:00 p.m..

Mailing Options

- USPS shipment (not tracked, mailed at ISSS expense)
- FedEx (tracked, mailed at your expense)
NOTE: If you submit a request later than April 12th, we cannot guarantee that it will be ready for pick up. In this case, the I-20 may need to be mailed to you.

You are welcome to request a new I-20 before April 1st, however, we must mail the I-20 to you as we are all working remotely. The form to request the I-20 is listed above in Step One.

Best,

—

The Staff of ISSS
International Services for Students and Scholars
Rensselaer Polytechnic Institute

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Schedule a Virtual Advising appointment with ISSS: https://go.oncehub.com/RPIISSSOffice